

THE CENTRAL STAFFING SCHEME



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**GOVERNMENT OF INDIA
MINISTRY OF PERSONNEL, PUBLIC
GRIEVANCES AND PENSIONS
(DEPARTMENT OF PERSONNEL & TRAINING)
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GOVERNMENT OF INDIA
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES AND PENSIONS
DEPARTMENT OF PERSONNEL AND TRAINING

New Delhi - 110 001, the 5th January, 1996.

OFFICE MEMORANDUM

Subject : Central Staffing Scheme - Procedure for selection and appointment of officers to Secretarial posts of and above the rank of Under Secretary to the Government of India and to certain important non-Secretariat posts.

The basic circular on the above subject was issued vide Department of Personnel (Cabinet Secretariat) O.M.NO.33(1)-EO/70 OF 27th October, 1970. Further instructions amending the circular were issued from time to time as approved by Government. All these instructions in force have been reviewed and consolidated, and I have been directed to communicate the following for the information and guidance of all concerned, in supersession of all relevant orders on the subject.

THE APPOINTMENTS COMMITTEE OF THE CABINET

2. The Cabinet Committee on Appointment (known as the ACC), constituted under rule 6(1) of the Government of India (Transaction of Business) Rules, 1961 has the following functions:

- (i) to consider all recommendations and take decisions in respect of appointments specified in Annexure-I to the First Schedule to Government of India (Transaction of Business) Rules, 1961;
- (ii) to consider all recommendations and take decisions in respect of the empanelments specified in Annexure-II to the First Schedule to the Government of India (Transaction of Business) Rules, 1961;
- (iii) to decide all cases of disagreement relating to appointment between the Department or Ministry concerned and the Union Public Service Commission;
- (iv) to decide all cases of disagreement relating to appointments to Board-level positions in the public sector enterprises between the Department or Ministry concerned and the Public Enterprises Selection Board; and
- (v) to consider and decide representations from officers of the rank of Joint Secretary or equivalent and above against adverse remarks in their annual confidential reports.

The functions, in brief, include the power to take decisions on recommendations relating to Secretarial appointment of and above the rank of Deputy Secretary in the Central Government and on proposals for the empanelment of officers of different services covered by the Central Staffing Scheme in the list of officers prepared for making appointments to posts at level of Joint Secretary and above in the Central Government.

THE CENTRAL STAFFING SCHEME:

3. The Central Staffing Scheme has been in operation now for over 30 years. It provides a systematic arrangement for the selection and appointment of officers to senior administrative posts at Centre, excluding posts which are specifically encadred within the organised Group 'A' services or filled by recruitment through the Union Public Service Commission. Some posts of Deputy Secretary and Under Secretary under the Central Government are shown as numbers, without specifying individual posts, in the cadre strength of the Central Secretariat Service. These posts are filled in accordance with the rules of the CSS, and when so filled, stand outside the Central Staffing Scheme. Appointments to all other posts of the rank of Under Secretary and above in the Government of India are filled under the Central Staffing Scheme, by borrowing officer from the All India Services and participating Group 'A' services; the cardinal principle being that all officers who are so borrowed will serve the Government of India for a stipulated tenure on deputation and, thereafter, return to their parent cadre. Their growth, development and career prospects will be mainly in their own Service.

4. The raison d'etre of such a scheme is the Centre's need for fresh inputs at senior levels in policy planning, formulation of policy and implementation of programmes from diverse sources, viz., the All-India Services and the participating organised Group 'A' Services. The services of scientific and technical personnel and professionals in the fields of economics, statistics, law and medicine are, similarly, obtained from officers serving for specified periods on deputation and who return to their respective cadres at the end of tenure. This two-way movement is of mutual benefit to the service cadres and the Government of India.

5. The scope of the Central Staffing Scheme is bound by the following parameters:-

- (i) All posts of the rank of Under Secretary and above in the Government of India may be filled on tenure deputation from the all-India Services and the participating Group 'A' Services of the Central Government, excluding such posts of Under Secretary and Deputy Secretary as are filled by CSS officers.
- (ii) In so far as the officers from the Central Secretariat Services (CSS) are concerned, a specified number of posts at the levels of Under Secretary and Deputy Secretary will be treated as part of their Cadre and posts over and above these will be filled under the Central Staffing Scheme.

- (iii) In terms of the provisions of article 312 of the Constitution, the Indian Administrative Service, the Indian Police Service and the Indian Forest Service are all-India Services common to the Union and the States. Every State cadre of each of these Services provides for a central deputation quota which in turn requires additional recruitment to be made to these Services to provide for trained and experienced members of these services to serve on posts in the Central Government. Accordingly, utilisation of the central deputation quota of different State Cadres is an important factor governing the scale at which officers are borrowed from the various State cadres of these all-India Services. However, no post so filled by a member of any all-India Service on tenure deputation can be deemed to be a cadre post of that Service. Similarly, no individual member of an all-India Service can claim any right to a post or appointment under the Government of India on this ground.

6. The eligibility of officers for holding posts of the level of Under Secretary and above is as given below:-

Level	Years of Service in Group 'A'	Remarks
(1)	(2)	(3)
Under Secretary	5	Officers should be drawing a basic pay of Rs. 2600/- or more.
Deputy Secretary	9	Officers should be drawing a basic pay of Rs. 3200/- or more in the senior time-scale of service.
Director	14	Officers should be drawing at least Rs. 4000/- basic pay in the pay scale of Rs. 3700-5000. Officers belonging to the Central Secretariat Service Cadre should have atleast five years of service in the Selection Grade of CSS (i.e. at level of Deputy Secretary) for being eligible to hold posts of the level of Director under the Central Staffing Scheme.

Joint Secretary

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Officers should be drawing pay in the scale of Rs.5900-6700 in their respective parent cadre/service OR where an officer is on deputation, he should be on the panel approved by the ACC for the scale of Rs. 5900-6700 in that service/cadre and an officer junior to him on that panel should have been appointed to a post in the scale of pay of Rs. 5900-6700 in that service/cadre. For the All India Services, appointment of at least one officer of the Service of any State Cadre in the scale of Rs. 5900-6700 would be a pre-condition for consideration of the officers of a particular year of allotment.

Officers belonging to the Central Secretariat Service should have eight years of service in the Selection Grade and should have been assessed suitable for the post of Director for a minimum continuous period of three years for being eligible to hold posts of the level of the Joint Secretary under the Central Staffing Scheme.

Additional Secretary

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Seven years of service in the scale of Rs. 5900-6700 in the parent cadre or service and a minimum of two years of service left for retirement, for all officers other than the Central Secretariat Service. Provided that in respect of officers who had been appointed to the scale of Rs. 2500-2750 (pre-IV Pay Commission) or were included in the panel approved for appointment to posts in the scale of Rs. 2500-2750 under the Central Staffing Scheme on or

before 31.12.1985, a period of 3 years of service in this or equivalent revised scale would be sufficient.

Three years of service in the scale of Rs. 5900-6700 and a minimum of 2 years of service left for retirement in respect of Central Secretariat Service officers.

Secretary

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Minimum of two years of service in a post carrying a basic pay of Rs. 7300 or above. (Note: In the case of All-India Service officers who stand allocated to different cadres, eligibility criteria will apply to the entire batch as soon as one officer of the batch has put in the required 2 years of service on a post carrying basic pay of Rs. 7300/-P.M.)

Stringent criteria of selection would apply to members of all the services.

Empanelment for Senior Management Posts:

7. It has been the practice to draw a suitability list (known as panel) of eligible officers from the All-India Services and Group 'A' Services participating in the Central Staffing Scheme. This exercise is normally conducted on an annual basis, considering officers with the same year of allotment together as one group.

8. At the level of posts of Joint Secretary and equivalent, the Civil Services Board finalises the panel for submission to the ACC. In this work, the Civil Services Board may be assisted by a Screening Committee of Secretaries.

9. The panel approved by the ACC on the recommendation of the Civil Services Board will be utilised for making appointments to posts under the Government of India, but inclusion in the panel would not confer any right to such appointment under the Centre.

10. The cases of such officers who were not included in any panel in a particular year would be reviewed together after a period of two years i.e. when two more annual confidential reports on their performance have been added to their CR dossiers. Another such review may be conducted after a further period of two years.

11. A special review may be made in the case of any officer whose CR undergoes a material change as a result of his representation being accepted against recording of adverse comments on his annual confidential report.

12. The Cadre Controlling authorities would be informed of the names of officers under their administrative control as and when they are included in the panel finalised with the ACC approval.

13. Inclusion in the panel of officers adjudged suitable for appointment as Joint Secretary or equivalent would be a process of selection based on the criteria of merit and competence as evaluated by the senior members of the Committee/Board on the basis of the CR dossiers.

ADDITIONAL SECRETARY/SPECIAL SECRETARY/SECRETARY

14. Selection for inclusion on the panel of officers adjudged suitable for appointment to the posts of Additional Secretary or Special Secretary/Secretary to the Government of India and posts equivalent thereto, will be approved by the ACC on the basis of proposals submitted by the Cabinet Secretary. In this task, the Cabinet Secretary may be assisted by a Special Committee of Secretaries for drawing up proposals for the consideration of ACC. As far as possible, panels of suitable officers will be drawn up on an annual basis considering all officers of a particular year of allotment from one service together as a group. Inclusion in such panels will be through the process of strict selection and evaluation of such qualities as merit, competence, leadership and a flair for participating in the policy-making process. Posts at these levels at the Centre filled according to the Central Staffing Scheme are not to be considered as posts for the betterment of promotion prospects of any service. The needs of the Central Government would be the paramount consideration. While due regard would be given to seniority, filling up of any specific post would be based on merit, competence and the specific suitability of the officer for a particular vacancy in the Central Government.

15. The panels for posts at these levels would be kept with the Cabinet Secretary.

Officers Returning from Foreign Assignment:

16. An officer who is or was on a foreign assignment for a period of two years or more will be considered for empanelment at the level of Joint Secretary only if on return from such an assignment he has served for a period of at least two years in his cadre and has earned two annual confidential reports thereon. Similarly, such an officer will be considered for empanelment at the levels of Additional Secretary/Secretary after he has served for a period of one year in his cadre and has earned one annual confidential report.

Tenure:

17.01 The fixed tenure of deputation of posting under the Central Government is the heart of the Central Staffing Scheme. Rotation between the Centre and the States, Central Ministries and parent cadres, and headquarters and the field, provide a certain degree of pragmatism to policy formulation and programme implementation from the Central Ministries. Based on the experience gained so far, the periods of tenure at the different levels have been prescribed as under:-

Under Secretary	:	3 years
Deputy Secretary	:	4 years
Director	:	5 years
Joint Secretary	:	5 years

17.02 An officer holding the post of Joint Secretary or equivalent, when appointed to a post under the Government of India at the level of Additional Secretary, would have a tenure of 3 years from the date of appointment as Additional Secretary subject to a minimum of 5 years and maximum of 7 years of combined tenure as Joint Secretary/Additional Secretary. Where an officer remains on leave (either from the Centre or from his Cadre authority or both) on the expiry of his tenure as Joint Secretary till his appointment as Additional Secretary, the leave period shall be counted as tenure deputation.

Additional Secretary	:	4 years, except for cases covered under the previous heading.
Secretary	:	No fixed tenure.

17.03 Every officer shall revert at the end of his tenure as indicated above on the exact date of his completing his tenure. He will, however, have a choice to revert to his cadre on the 31st May previous to the date of the end of his tenure in case personal grounds such as children's education etc., necessitate such reversion. No extension after completion of the full tenure would be allowed.

17.04 The period of training abroad undergone by officers, who were deputed while working in Government of India under Central Staffing Scheme, will not be excluded for the purpose of calculating the tenure at the Centre.

17.05 In cases of officers who underwent training in India the complete period of training will be excluded for the purpose of calculating tenure at the Centre in the following cases :

- (i) Training at the National Defence College, New Delhi.
- (ii) Training at the Defence Services Staff College, Wellington.

- (iii) Training at the Management Development Institute Gurgaon for the National Management Programme.
- (iv) Training at the Institute of Public Administration, New Delhi for the APPA course (only for the first tenure at the Centre). If the selection for the APPA course is towards the end of the first tenure, the officer will get extension of tenure till the end of the course.
- (v) For an officer selected for the Jawahar Lal Nehru Fellowship, only half the period spent on the Fellowship will be counted towards central tenure.

17.06 Officers at the level of Additional Secretary and Joint Secretary having one year or less for superannuation at the end of their Central tenure need not be reverted to their parent cadres and they can be given extension of tenure till they superannuate; provided that an Additional Secretary level officer is not empanelled for the post of Secretary.

17.07 An officer who has served in the following Institutions/Posts for atleast three years will be permitted to count half the period spent in that post towards his central deputation tenure.

- (i) Postings at the Lal Bahadur Shastri National Academy of Administration, Mussoorie.
- (ii) Development Commissioner and Jt. Development Commissioner Kandla Free Trade Zone, Kandla.
- (iii) Planning Advisor, North Eastern Council, Shillong.
- (iv) Advisor (Rural Development), North Eastern Council, Shillong.
- (v) Finance Advisor, Brahmaputra Board, Guwahati.
- (vi) Commissioner (payments), Dhanbad.

17.08 Officers left with a balance tenure of less than a year on return from posting abroad or foreign service shall be reverted by the Establishment Officer to their parent cadres.

17.09 An officer of the Central Secretariat Service will be transferred out of his Ministry/Department at the time of his promotion at each level above Under Secretary, irrespective of the number of years spent by him in that Department at the time of the promotion. (Rotation Policy)

17.10 An officer of Central Secretariat Service will not be attracted by the 'Rotation Policy' if he has less than three years of service left to superannuate from the time his name is included in the Suitability List or Select List.

17.11 Orders for premature reversion to their respective cadres of officers serving under the Central Staffing Scheme may be issued :-

- (a) By the Establishment Officer in cases where the officers want to avail the benefit of promotion in their cadres;
- (b) By the Establishment Officer, with the approval of the Cabinet Secretary, in cases of compassionate/personal grounds where the officer has a balance tenure of six months or less left.

The powers being delegated to the Establishment Officer/Cabinet Secretary will not extend to officers who constitute the "hard core" in organisations like the IB.

- 17.12 (a) Officers of the Indian Foreign Service appointed to posts under the Central Staffing Scheme would have a tenure of three years.
- (b) They shall not normally be relieved, except with the approval of the appointments Committee of the Cabinet from a Central Staffing Scheme post before their tenure.

17.13 No lateral shifts of officers from one Ministry/Deptt. to another will normally be considered. However, in the case of Private Secretary to Ministers the policy followed would be :-

- (a) The redeployment of a Private Secretary in the same Ministry/Department as Deputy Secretary or Director is discouraged.
- (b) The Private Secretary (to Minister) who has been empanelled for holding post of Joint Secretary at the Centre should also not be considered for relocation in the same Ministry/Deptt. and the officer should be posted to some other Ministry/Deptt.

Intervals Between Postings on Deputations to the Centre:

18.1 An officer will be considered for deputation to the Central Government on the posts of Under Secretary, Deputy Secretary, Director or Joint Secretary only if he has rendered 3 years service, prior to the proposed date of his appointment at the Centre, in the State Government/Union Territory Administration or in his parent cadre. In the case of All-India Service cadres pertaining exclusively to States in the North-East, namely Assam-Meghalaya, Manipur-Tripura and Nagaland and J & K, the prescribed interval, also known as cooling off period, will be 2 years. For appointments at the level of Additional Secretary to the Government of India or equivalent, the period of cooling off will be one year. No such restriction would apply for appointment to posts at the level of Secretary to the Government of India or equivalent.

COMPULSORY WAITING

18.2 Where an officer is to be appointed to a post different from the one held previously on account of return from training, or abolition of post etc. he/she shall continue to be borne on the establishments of the organisation in which he/she previously held the post and his/her pay and allowances shall be met by that organisation, till such time he/she assumes charge of a new post. The services of such an officer during the period of his/her compulsory wait can be utilised by the Establishment Officer or by the organisation concerned with the approval of the Establishment Officer, for any specific assignment.

19.1 Any leave taken by the officer on completion of tenure on deputation at the Centre from the Central Government will not be counted towards cooling off period. In other words, this period will be reckoned from the date the officer reports for duty to the State Government, Union Territory Administration or Cadre authority.

19.2 Officers posted as Resident Commissioners, or against similar posts of the State Government in Delhi w.e.f 4/10/93 would get lower weightage when the Central Government considers their names for Central Deputation.

- 19.3 (a) An officer will ordinarily be debarred for further Central deputation for a 5 years period, if he fails to take up an assignment in pursuance of an order of the Appointments Committee of the Cabinet (ACC) and the cadre authority/State Govt. have not requested for withdrawal of the name from offer list before his name was approved by the CSB for a placement.
- (b) The State Govts./Cadre authorities may withdraw an officer from the offer list without rendering him liable to debarment, provided he has not been approved by CSB for a placement; if the request of withdrawal is received after CSB approves an officer for appointment, then he would be liable to be debarred.
- (c) A representation against debarment will be considered and decided by the Minister of State and Union Cabinet Minister for Personnel after taking into consideration the views of CSB.

Institutional arrangements:

20. For staffing posts of the rank of Deputy Secretary, Director and Joint Secretary or equivalent, the Appointments Committee of the Cabinet shall be assisted and advised by the Civil Services Board and the Central Establishment Board constituted therefor. The constitution and functions of these Boards are as detailed below:-

The Civil Services Board:

The Civil Services Board shall consist of:-

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| (a) Cabinet Secretary | : | Chairman (ex-officio) |
| (b) Secretary (Personnel) | : | Member (ex-officio) |
| (c) One Secretary to the
Government of India
(to be appointed for a year
at a time) | : | Member |
| (d) Establishment Officer | : | Member-Secretary (ex-officio) |
| (e) Secretary of the
Administrative
Ministry/Department concerned. | : | Co-opted Member |

Functions:

It shall be the duty of the Board:-

- (a) to make recommendations, having regard to the merits and eligibility for consideration and availability of officers in the field of choice:
 - (i) for appointments to posts of Deputy Secretary, Director and Joint Secretary under the Central Staffing Scheme;
 - (ii) for appointment to other non-Secretariat posts which carry a pay scale, the maximum of which is not less than Rs. 5300, but not exceeding Rs. 7300/- when it is proposed to appoint officers of the All-India Services/Central Secretariat Service or those belonging to any of the Services which normally offer officers for manning posts at these levels; (This would include posts in the Public Sector Undertakings except posts filled through the Public Enterprises Selection Board. Cadre posts to which appointments are to be made only from among officers of the concerned cadres are not under the purview of the Board);

to consider and make recommendations on proposals for extension beyond the normal tenure of officers at the level of Joint Secretary on Central deputation and foreign assignment of officers of the rank of Joint Secretary/equivalent and above;

- (c) to consider and make recommendations to the Appointments Committee of the Cabinet in respect of such cases of premature retirement under rule 16(3) of the All India Services (DCRB) Rules, FR 56(j) or article 459(h) of the Civil Services Regulations as fall within the purview of the Board;
- (d) to consider the assessment made by the Screening Committee and to make recommendations thereon to the ACC for inclusion of officers in the Joint Secretaries' suitability list; and
- (e) to advise the Department of Personnel and Training on matters specifically referred to the Board by that Department.

The Civil Services Board shall not, however, be concerned with the recommendations for-

- (i) appointment of members of Indian Foreign Service to posts included in the Foreign Service Cadre which are made on the recommendations of the Foreign Service Board;
- (ii) appointment to posts under the control of the Ministry of Railways which are made on the advice of the Railway Board; and
- (iii) appointments to posts under the control of the Ministry of Defence other than civil posts which are made on the advice of the Services Selection Board or other specified authorities.

The Central Establishment Board:

The Central Establishment Board shall consist of

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|-----|--|---|-------------------------------|
| (a) | Secretary(Personnel) | : | Chairman (ex-officio) |
| (b) | Three Secretaries to the Government of India
(By rotation, for a period of one calendar year) | : | Members |
| (c) | Establishment Officer | : | Member-Secretary (ex-officio) |

Functions

It shall be the duty of the Board-

- (a) to make recommendations for selection for deputation on fellowship training such of the cases as are referred to it by the Government;
- (b) to make recommendations on cases of extension of tenure or foreign assignment cases beyond normally stipulated period as laid down by policy in respect of officers below the rank of Joint Secretary;

- (c) to make assessment of Central Secretariat Service officers for appointment to the posts of Deputy Secretary and Director in the Ministries/Departments;
- (d) to consider premature retirement under relevant rules in respect of officers below the rank of Joint Secretary; and
- (e) to advise the Department of Personnel and Training on matters specifically referred to the Board by that Department.

Procedure for filling Vacancies:

Joint Secretary/Director/Deputy Secretary & equivalent:

21. An important function of the Civil Services Board is to furnish panels of suitable names to the concerned Ministries/Departments for filling the vacancies of Joint Secretary/Director and Deputy Secretary. The procedure for the purpose would be as follows:-

- (i) All vacancies, actual or impending within the purview of the respective Boards shall be expeditiously reported by the Ministry/Department concerned to the Establishment Officer to the Government of India with full details as to the nature and duration of the vacancy, a detailed description of the specific qualifications required, and special qualifications, experience etc., if any, needed in the incumbent. It will be open to the Ministries and departments to indicate at the same time the names of any particular officer or officers whose claims and suitability they wish the respective Boards or the Appointments Committee to consider.
- (ii) The Establishment Officer, acting on behalf of the Boards shall offer a panel of three names for each vacancy, keeping in view the educational qualifications, service, experience and special training required for effective performance of the job and suggestions of the Ministry/Department as to the field of consideration of persons for the job.

Provided that where a sufficient number of officers possessing the qualifications and experience necessary for the particular post is not actually available, the Establishment Officer may reduce the number of officers so included in the offer list to two or even one.

- (iii) The Board taking into consideration the offer list will finalise the panel in order of preference for each vacancy of Joint Secretary/Director/Deputy Secretary having regard to the job description, suitability of the candidates, cadre profile, fair representation for women, representation of various organised services, equitable opportunities to officers on the offer list and other relevant

factors. Where a sufficient number of officers possessing the qualifications and experience necessary for a particular post is not actually available, the Board may reduce the number of officers so included in the panel to two or even one.

- (iv) For posts at the level of Joint Secretary, the field of choice will be restricted to officers who are already screened and found suitable to hold posts at this level in accordance with the prescribed procedure.
- (v) The approved list shall be forwarded for submission to the Minister-in-charge for his selection. This should normally be completed within 7 days of the receipt of the panel or, if the Minister is on tour, then within 7 days of his return from tour.
- (vi) In considering the names suggested, every effort should be made by the Ministers to confine the final selection for the vacancy from among the names on the panel, and if any particular case, the names on the panel, are not acceptable, the Ministry concerned will inform the Establishment Officer of the detailed reasons as to why each officer suggested is not considered suitable.
- (vii) The Establishment Officer, may then suggest another panel of names to the Ministry/Department for its consideration and approval of the Civil Services Board.
- (viii) The Establishment Officer will present all relevant material together with his own recommendations, if any, for the consideration of the respective Boards and/or the Appointments Committee of the Cabinet, as the case may be.
- (ix) In all cases which do not require the orders of the Appointments Committee of the Cabinet, final selection shall be made by the Minister concerned on the basis of the recommendations of the respective Boards. All other cases shall be submitted by the Establishment Officer for the final orders of the appointments Committee of the Cabinet.
- (x) (a) Where appointment of IPS/IFS officers is governed by the existing tenure rules under the Central Staffing Scheme, the same would apply.
(b) Where an officer is shifted from a non Central Staffing Scheme post to a post under the Central Staffing Scheme, he/she would normally get a tenure of three years on the second post (subject to an overall ceiling of seven years as in (c) below). In cases where the (unutilised portion) remaining tenure is more than three years, the officer's tenure under the Central Staffing Scheme would be for that period. The same would apply to an officer shifted from a post under the Central Staffing Scheme to a non Central Staffing Scheme post.

- (c) The maximum continuous tenure on Central Staffing Scheme and non-Central Staffing Scheme posts would be seven years.

21.2 The Civil Service Boards (CSB) shall not be concerned with the recommendations for appointment to the posts at the level of Additional Secretary, Special Secretary or Secretary to the Government of India. In respect of these cases, the Cabinet Secretary shall keep in view the approved suitability lists of officers fit to hold the categories of posts and irrespective of whether the officers are serving in the Government of India or in the States, submit recommendations to the Appointments Committee of the Cabinet.

Upgradation on personal basis:

21.3 Where a Central Sectt. Service officer has less than one year of service to superannuate from the time his name is included in the Suitability List for Directors or the Empanelled List for Joint Secretaries, the post held by him can be upgraded as personal to him to promote him in the same Ministry/Department.

Establishment Officer :

22. An officer of the status of an Additional Secretary to the Government of India in the Department of Personnel and Training shall be designated as the Establishment Officer to the Government of India, and he would be the Secretary to the Appointments Committee of the Cabinet and Member-Secretary of Civil Services Board and the Central Establishment Board.

It shall be his duty inter-alia-

- (i) to receive communications intended for the ACC or the respective Boards and to obtain and communicate their orders to the Ministries/Departments concerned;
- (ii) to keep himself informed of possible or impending vacancies in posts falling within the purview of the ACC or the respective Boards and the availability of officers of the requisite seniority/qualifications and experience for filling such appointments;
- (iii) to keep himself in close touch with the State Governments, the Comptroller & Auditor-General of India and other cadre controlling authorities for the systematic planning and maintenance of supply of suitable officers for manning the deputation posts at the Centre; this will necessarily involve the identification of talent with a view to its development and utilisation;

- (iv) to ensure up-to-date maintenance and proper custody of confidential records of all officers belonging to the IAS and those already appointed or proposed to be appointed to Grade I of the Central Secretariat Service;
- (v) to conduct all correspondence with the State Government, the Comptroller and Auditor-General of India and other cadre controlling authorities or the Ministries concerned in regard to the selection or reversion of officers in connection with the appointments within the purview of the ACC or the respective Boards;
- (vi) to keep himself fully informed of all aspects of senior management (i.e. Joint Secretaries and above and their equivalent) including development of personnel for it;
- (vii) to deal with all matters pertaining to the training and career planning for the IAS and the Central Secretariat Service;
- (viii) to assist in policy formulation for matters relating to training and career planning for the All-India and Central Services; and
- (ix) to maintain liaison with professional institutions in personnel matters.

23. All correspondence between Ministries at the Centre on the one hand and the Comptroller & Auditor-General of India or other Cadre authorities or the State Governments on the other for obtaining the services of officers for appointment at the Centre shall be canalised through the Establishment Officer whenever:-

- (a) the officer whose services are required belongs to an All-India Service or a Central Service Group 'A', a State Civil Service or a State Police Service; or
- (b) the officer is required for a post which is within the purview of the respective Board or the Appointments Committee of the Cabinet.

No Ministry or Department, or autonomous body financed by the Central Government shall obtain or try to obtain the services of officers of an All-India Service or State Service or a Central Service Group 'A' by way of direct correspondence with any State Government or the concerned Cadre Controlling authority.

24. These instructions do not apply to :-

- (a) statutory appointments to be made by the President of India in accordance with the provisions of the Constitution; or
- (b) appointments of Ambassadors, High Commissioners, Heads of Missions or High Dignitaries under the aegis of the Ministry of External Affairs.

25. Any issue in doubt or dispute regarding the interpretation of these instructions should be referred to the Department of Personnel and Training for decision.


(P.V. JAIRISHNAN) 5/1/96

ESTABLISHMENT OFFICER & ADDITIONAL
SECRETARY TO THE GOVERNMENT OF INDIA
DEPARTMENT OF PERSONNEL & TRAINING

To

1. All Ministries/Departments of the Government of India
2. Cabinet Secretariat
3. C & A G.
4. Chairman, U.P.S.C.